

JOB ANNOUNCEMENT SESSION AIDE FOR MEMBER'S OFFICE

<u>Summary:</u>	Full time, session-only position (January –April, 2011).
<u>Mission Statement:</u>	To provide the highest quality office support to the member and the member's Legislative Assistant to successfully fulfill the obligations of the member's elected position.
<u>Compensation:</u>	Salary \$2317 Benefits are not offered.
<u>Reports to:</u>	Member and Legislative Assistant
<u>Typical Work:</u>	Answer multi-line phone; greet and direct office visitors; open and sort mail; assist Legislative Assistant in maintaining member's schedule; respond to e-mail and hotline inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation; track progression of member's bills through the legislative process, including following-up on committee hearings; prepare and maintain bill files; conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; perform other work as required.
<u>Qualifications</u>	
<u>Knowledge of:</u>	Legislative process; general office practices.
<u>Ability to:</u>	Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of Legislative Assistant and/or Member; organize and prioritize information for Legislative Assistant and/or Member; operate basic computer and associated software programs.
<u>Experience:</u>	Two years of office/administrative experience or one year of post high-school education and one year of experience. OR Acceptable education, experience, and knowledge as determined by the Senator and/or the Legislative Assistant in consultation with the Secretary of the Senate.

If you would like to work for a **Democrat** senator, please submit your resume and a letter of interest via e-mail to

Bannister.sarah@leg.wa.gov or you may send a copy to:

Sarah Bannister
Senate Democratic Caucus
PO Box 40464
Olympia, WA 98504-0464

If you would like to work for a **Republican** senator, please submit your resume and a letter of interest via e-mail to

rogers-lavigne.judy@leg.wa.gov or you may send a copy to:

Judy Rogers-LaVigne
Senate Republican Caucus
PO Box 40462
Olympia, WA 98504-0464

The Washington State Senate is an equal opportunity employer.